



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MANAGEMENT ANALYST II
3	Posting Number	PN# 109536
4	Department	Public Works & Engineering Department
5	Division	Resource Management Division
6	Section	Budget Management
7	Reporting Location	611 Walker, 24 TH Floor*
8	Workdays & Hours	M - F, 8:00 a.m. – 5:00 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Research, analyzes, and monitors various financial and management reports. Assists in developing, preparing and evaluating financial and management reports. Identifies and implements solutions and systems to optimize results. Conducts audits and/or needs assessments to identify and document specific financial operating and management procedures and policies. May prepare training material for financial systems and conduct user training. May prepare documentation on financial systems and write user procedures. Performs other duties and special projects as requested.	
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires Bachelor's degree in Public Administration, Economics, Business Administration, Finance, Accounting, Political Science or a closely related field is required.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two years of professional experience in Public Administration, budget analysis, finance, accounting or a closely related field is required. A Master's degree in Public Administration, Economics, Business Administration, Finance, Accounting, Political Science or a closely related field may be substituted for the above experience on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None	
14	<u>PREFERENCES</u> Preference will be given to those applicants with experience with Microsoft Excel, Access and PowerPoint.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However the Department may administer a skill assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 18</div><div>\$1,042 - \$1,480 Biweekly\$27,092 - \$36,842 Annually</div></div>	
18	<u>OPENING DATE</u>	March 22, 2006
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) telephone number is (713) 837-9471.	
	An equal opportunity employer	